



CITY OF HOUSTON

Job Posting

1
2
3
4
5
6
7
8

Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

TECHNICAL HARDWARE ANALYST I

PN #110462

HOUSTON POLICE

TECHNOLOGY SERVICES

N/A

33 ARTESIAN, 2ND FLOOR

MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*

*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Coordinate installation and configuration of departmental computer systems and peripherals. Respond to user complaints of computer system/peripheral failures, troubleshoot problems and implement solutions. Maintain accurate and timely submission of assignment ticket information detailing work performed. Perform site surveys for moves, adds and changes of computer systems. Perform needs analysis for new equipment requests, maintaining City of Houston and Houston Police Department standards for minimum hardware specifications and policies for deployment of new technology. Research and evaluate new computer equipment and make recommendations for upgrades to existing systems as needed. Be assigned to rotational call out duties, offering 24x7 coverage on HPD computer systems. Handles special projects as assigned.

10

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as computes or boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate’s degree in a computer science, instrumentation or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years duration.

12

MINIMUM EXPERIENCE REQUIREMENTS

One year of experience in the design, installation, operation and/or maintenance of a computerized data network or industrial control systems required. Be substituted for the education requirement on a year-for-year basis.

13

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving (AP 2-2).

14

PREFERENCES

Preference will be given to applicants with certifications in computer systems repair (ie. A+ and N+ Certification). Preference will also be given for applicants who have experience in large scale deployments of computer systems in a Novell or Microsoft based network environment. Knowledge of the Novell and Microsoft Network Operating systems is a plus.

15

SELECTION/SKILLS TESTS REQUIRED

None, however the Department may administer a skills assessment evaluation.

16

SAFETY IMPACT POSITION

X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 17

\$992 - \$1,404 Biweekly \$25,792.00 – 36,504.00 Annually

18

OPENING DATE

May 17, 2006

19

CLOSING DATE

May 31, 2006

20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer